



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN SRVS PROG Cmplnc Anlyt Supv

Job Number: 20001148

Job Code: 62770V150816

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises professional and/or support staff while personally monitoring state agency offices and contracting agencies for accuracy, promptness, and compliance with laws, regulations, policies and procedures which deal with the provision of social services; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in the provision or administration of social services.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in the provision or administration of social services will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises the work of professional staff and/or data center staff through reports, memorandums, staff meetings or other communications devices. Provides policy and procedural advice to staff on program requirements and documentation procedures. Responsible for interviewing, selection recommendation, employee evaluation, time and attendance, and for resolving personnel problems for staff. May oversee the entry of case information into computerized system; and, perform analysis and manually edit documents and resolve documentation problems with professional staff. Personally analyzes a statistically valid sample of cases as assigned by the central office to determine the promptness, accuracy, and compliance with laws, regulations, policies and procedures by service providers in the provision of social services to clients. Explains to service provider (state employees and contract agencies) the purpose of the review and the records necessary to have available; establishes a schedule for review; checks all documentation in sample cases; conducts full field investigations including personal interviews with the client and other sources; and recommends corrective action for insufficient documentation and/or client error. Consults with supervisory staff to determine training needs. Provides training in procedural requirements, documentation requirements and changes to agency staff and contract agencies.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.